



Massachusetts DCR Urban Forestry
TREE CITY USA PROGRAM
Standard 3 Worksheet (NOTE: double-sided)



~ This form must be submitted with your application for Tree City USA~

COMMUNITY: _____

☐ FY 2013 or ☐ Calendar 2013

COMMUNITY CAPACITY QUESTIONS:

1) Who manages public street trees in your community?

Name: _____ Title: _____

Contact: _____ Email: _____

What certifications or degrees are held by the Tree Warden, Arborist or other members of your department?
(Provide title/certification/#)

Do you contract with arborists or urban forest professionals to assist in your community? For what purpose?

2) Does your community have a tree committee, citizen's group or non-profit organization that advocates for community trees (or other urban natural resources)?

Name of group: _____

Contact/e-mail (please attach e-mails/contact info as needed): _____

3) Do you have any kind of tree survey, inventory or resource assessment? _____

When was it completed (and when updated, if ever)? _____

How have you used it? Actively, or does it 'sit on a shelf'? _____

4) Do you have a pest detection or monitoring protocol? _____

5) Does your community have any kind of Urban Forestry, Open Space or Natural Resources Management Plan (Please attach a copy or provide a web link).

☐ Urban Forestry Mgmt Plan (date: _____) ☐ OTHER Natural Resource Mgmt Plan
☐ Municipal Open Space Plan (date: _____) Please describe: _____

6) Cross-Program Communication: We encourage tree wardens to be involved in planning board, conservation commission and other such board decisions. How is cross-program communication encouraged in your community? Is there an ordinance or regulation requiring tree warden review of subdivision plans? Please explain how, if so, this works in your community. (Feel free to say it doesn't happen!)

7) Trees Planted _____
Trees Removed _____

Trees Pruned _____



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MUNICIPAL COMMUNITY FORESTRY EXPENDITURES

The total budget figure should clearly link to the submitted FY'12 municipal budget – *if not, make notes on the municipal budget print-out to clarify* – and must equal or exceed \$2/capita.

Thanks to your feedback, we have modified the budget worksheet below. You may use additional/other categories that more closely reflect your municipal budget. We need **back-up documentation** from your municipality which may include a **budget printout, budget printed on letterhead, or letter on letterhead**.

☐ FY 2013 or ☐ Calendar 2013

Salaries

Tree warden, tree crew, admin staff (may be based on a percentage of time worked on trees)

Tree Planting

May include cost of tree purchases, labor and equipment for planting, planting materials, stakes, watering, mulching, etc.

In-house Municipal Tree Maintenance

Include pruning, insect and disease control, storm response, fertilization, watering, stump removal, equipment, supplies, etc.

Contracted Tree Maintenance Work

Vehicular Expenses

Fuel, maintenance, depreciation, new/used vehicle purchases, insurance

Public Outreach and Staff Training

Advertising, public education, professional training, memberships, Arbor Day event expenses

Resource Assessment Expenses

Survey and inventory expenses, software, consultants to develop management plan.

Tree Board/Volunteer Time (\$10/hour, use educated estimate)

(e.g. # hours x # weeks x # people)

Other

Include any other expenses not already noted above (grant income, leaf/brush pick-up (20% allowable), biomass recycling (20% allowable), utilities (20% of utility work on tree is allowable), etc.

Briefly describe: _____

TOTAL MUNICIPAL EXPENDITURES¹	\$	_____
COMMUNITY POPULATION^{1, 2}	#	_____

¹ Transfer these two numbers to Standard 3 on the application and attach this sheet to the application.

² Please get updated community population (2010 census).